



# SYRACUSE CITY SCHOOL DISTRICT

Pamela J. Odom, Superintendent of Schools

Office of Information and Technology

Dr. Tara Jennings, Chief Information Officer

TO THE PARENT/GUARDIAN/STUDENT:

2025 - 2026 School Year

Dear Parents, Guardians and Students:

The Syracuse City School District is committed to making sure that the privacy rights of our students and families are protected. We ensure this by following the federal guidelines for releasing student information to outside agencies.

The **Family Education Rights and Privacy Act (FERPA)** requires school districts to provide “directory information” about students to agencies or individuals who request this information. The enclosed Student Directory Information “Do Not Release” form lists the information that is intended as directory information. Common reasons for requesting student directory information include military and college recruitment, published honor rolls, graduation lists, newspaper articles, scholarship announcements, other recognitions and use by parent groups.

The **Every Student Succeeds Act (ESSA)** requires that school districts release the names, addresses and phone numbers of high school students to military recruiters. Both FERPA and ESSA give parents, guardians and students the right to have their directory information withheld.

If you do not want the school district to release your child’s student directory information, please complete the Student Directory Information “Do Not Release” Form attached to this letter and return it to Office of Information and Technology following the directions on the form. If we do not receive the Student Directory Information “Do Not Release” form **by October 17<sup>th</sup>**, we assume your permission to release your child’s student directory information.

Please contact 315-435-4281 should you have any questions about this letter or your right to not have your child’s directory information released.

Sincerely,

Tara Jennings  
Chief Information Officer  
Office of Information and Technology

**Student Directory Information “Do Not Release” Form**  
**Return this form to the Office of Information and Technology by October 17<sup>th</sup>**

**Student Name:**  
**Student ID:**

Federal Law requires school districts to provide directory information to authorized organizations or individuals that request this information. Student directory information may include the following:

1. Name of Student
2. Address of Student
3. Telephone Number of Student
4. Date of Birth
5. Student Grade, School and Dates of Attendance
6. Photographs and Video
7. Participation in Officially Recognized Activities and Sports
8. Weight and Height of Members of Athletic Teams
9. Degrees and Awards Received, including Honor Roll and Graduation Lists

Under federal law parents have the right to keep student directory information private. Please select one of the following options by placing an “x” in the box of your choice (Select only one of the listed options.)

**Please note that completing this form has no effect on the college application process.** Parents may change their decision at any time by notifying, in writing, the Office of Information and Technology, 258 East Adams Street, Syracuse, New York 13202.

<input type="checkbox"/>	<b>Option 1: I GRANT permission to release my child’s directory information ONLY to non-military organizations.</b>
<input type="checkbox"/>	<b>Option 2: I DO NOT grant permission to release my child’s directory information to any organization, military included.</b>

**Note:** If this form is not returned, or is received incomplete, we will assume your permission to release your child’s student directory information.

Parents please complete the information below. Students who are 18 years old may complete the Student Directory Information “Do Not Release” form themselves.

**Please fill out all sections of the form and print clearly.**

<b>Student Signature</b> (if applicable) _____	<b>Date</b> _____
<b>-OR-</b>	
<b>Parent Name</b> _____	
<b>Parent Signature</b> _____	<b>Date</b> _____

**NOTICE OF NON-DISCRIMINATION**

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District’s non-discrimination policies should be directed to:  
Chief Ombuds / Student Support Services Officer, Civil Rights Compliance Officer  
Syracuse City School District  
725 Harrison Street • Syracuse, NY 13210  
(315) 435-4131  
Email: [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)